

**Department Of Correction**

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **063**

**INTERNSHIP INFORMATION**

Salary: **Unpaid**

Number of Vacancies: **3**

Location: **TBD**

Internship Track: **Victim Services Unit**

Hours/Schedule: **Flexible**

Duration:  
**Semester/Academic Year**

Position Description: **The mission of the MA DOC Victim Services Unit is to support the victims of the offenders that are currently in DOC custody. This includes providing resources, advocacy, notifications, referrals, and supporting victims in the community in compliance with the Massachusetts Victim Rights Law.**

Responsibilities/Major Duties: **Assist Correction Program Officer Staff of Victim Services Unit in notifying and supporting victims in the community in compliance with the Massachusetts Victim Rights Law. This may include drafting correspondence to notify victims of an offender's release, death, escape, lower security transfer and emergency escorted trip; completing projects as assigned; providing the Director of Victim Services assistance at internal and external trainings to various victim advocacy organizations and state agencies; assisting with statistics compilation.**

Preferred Qualifications: **Proficient in Microsoft Word, excellent communication skills, ability to maintain confidentiality, ability to work with in a busy environment.**

**How to apply:  
Mail Internship Application to:**

**Carol Thomas, Director**  
Office of Diversity & Equal Opportunity  
50 Maple Street, Milford, MA 01757  
Fax: (508) 422-3624

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**